



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (with the option of renewal) of:

USAID Project Management Specialist (Democracy and Governance), FSN-11
(Office of Governance and Economic Opportunity)

VACANCY ANNOUNCEMENT No. AID 16-05

OPENING DATE: October 26, 2016

CLOSING DATE: November 15, 2016 (5pm Baghdad time)

MARKET VALUE: FSN-11 (USD 40,156 – USD 60,232 basic salary p.a.)

LOCATION: USAID/Iraq, Baghdad

POSITION GRADE: Full performance grade level for this position is: FSN-11. A training grade level, below FSN-11, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION: Under the general supervision and technical guidance of the Democracy and Governance Advisor (Team Leader), or his/her designee, the incumbent serves as the Project Management Specialist with particular emphasis on democracy and governance assistance in Iraq. The Specialist provides key support in areas such as 1) Public Administration and National Governance; 2) Local Governance and Decentralization; 3) Election and Parliamentary Committee Strengthening; 4) Anti-Corruption; and 5) Rule of Law; and 6) Civil Society. Work involves the full range of consultative, advisory, monitoring, management, data collection, analysis, and evaluative services across the country. The incumbent is expected to operate and carry out duties with a high degree of independence, and provide technical assistance to develop, monitor and evaluate implementation of programs as necessary. S/he may serve as an Activity Manager and after additional training and certification as an Agreement Officer's Representative (AOR), Contracting Officer Representative (COR), or Alternate COR/AOR for GEO projects as requested by the Office Director or Technical Team Leader.

The incumbent is responsible for helping to design, manage and evaluate complex, multi-million dollar USAID initiatives promoting democracy and governance that are politically viable, cost-effective, and respond effectively to areas of greatest need and potential. As such, the incumbent must be knowledgeable about and committed to the role democracy and governance plays in a democratic system and must be effective in obtaining the willing agreement, cooperation, and support of relevant counterparts in the country. Counterparts include but are not limited to U.S., international, and indigenous non-governmental and private voluntary organizations (NGOs/PVOs); international donors; and GOI local, regional or national entities and officials. This position entails a substantial degree of demanding representational work at high levels with the GOI and with senior U.S. officials. In addition, the Specialist is required to work closely and collaboratively with other donor agencies, senior Mission management and with U.S. Embassy and USAID/Washington staff.

Major Duties and Responsibilities: The duties and responsibilities of the GEO Program Management Specialist will include, but are not limited to, the following:

Technical Direction and Program Management

35%

- The incumbent helps determine and give technical direction related to the implementation of projects, and determines solutions to problems that may be encountered during implementation. The incumbent ensures that projects remain focused on intended results and pursues the most effective methodology for project implementation.
- As a designated Activity Manager, Contract or Agreement Officer Representative (COR/AOR), and/or Alternate COR/AOR for GEO activities, the incumbent will be a focal point for contract/agreement oversight and monitoring. The COR/AOR is knowledgeable in the regulatory and program requirements of the assistance project cycle, and as such, will:
 - Give technical directions/guidance to the contractor/grantee
 - Receive and inspect completed services or supplies upon delivery
 - Monitor Government-furnished property
 - Review and, if delegated, approve the contractor's requests for payment
 - Perform any other delegated duties that would otherwise be the responsibility of the CO/AO
- The incumbent is responsible for maintaining, updating and expanding data sets and documents that assist with analysis and reporting of democracy and governance assistance efforts in Iraq.
- The incumbent organizes field trips, conferences, and seminars throughout the country to ensure maximum exposure to emerging trends and various points of view.
- The incumbent conducts independent assessments and prepares technical and policy analyses for written reports and oral presentations that evaluate broad democracy and governance issues, documenting relevant opinions and points of view for use in presentations to senior decision makers and for incorporation into USAID and U.S. Embassy documents.
- Assist in the development of strategic documents which shall include, but are not limited to, Mission program strategies; annual Operational Plans; Portfolio Reviews; annual Performance Plan Reports (PPR), annual Congressional Budget Justifications; and other ad hoc reports as required.
- The incumbent serves as a key member of USAID/GEO's Team by advising technical offices on political, social, economic and cultural contexts and local perceptions of USAID projects.

Program Administration, Monitoring and Evaluation

30%

The incumbent provides administrative approvals, prepares authorizations for signature of Mission officials, and provides guidance to implementers on USAID reporting and administrative requirements. The incumbent works with USAID Contract and Agreement Officers to ensure that project implementers prepare reporting documents and requests according to USAID guidelines, contract requirements, and project needs. The incumbent maintains financial worksheets to monitor financial expenditures and spending rates, and ensures that money is disbursed effectively and within budget constraints. The incumbent ensures all program documents and project deliverables are properly maintained, organized and easily accessible in both electronic and hard copy format.

The incumbent develops and implements program monitoring plans designed to ensure effective oversight and management of GEO activities. The incumbent ensures that performance-monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are collected. The incumbent is responsible for ensuring that data are easily accessible, current, and presentable. The incumbent assesses progress in achieving results for assigned activities, is responsible for determining when projects are underperforming, makes recommendations regarding corrective action, and provides written activity status reports to mission management and USAID/Washington. The incumbent continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and activity implementation progress with the aim of identifying emerging problem areas, new priorities, and recommending necessary adjustments.

The incumbent may lead a team, as appropriate, to conduct program administration, monitoring, and evaluation. The incumbent is then responsible for the organization of the team, providing technical direction to team members, assuring that team activities contribute to overall accomplishment of program results.

Communications, Outreach and Liaison:**35%**

- The incumbent will serve as a key member of USAID/GEO's Team by regularly advising USG officials on political, social, and economic developments as well as cultural contexts and Iraqi perceptions of USG programs.
- The incumbent has direct, substantive contacts with host country government officials at various levels, parliamentary counterparts, the private sector, civil society representatives, and academia, coordinating democracy and governance programs with them.
- Liaise with other USAID offices, U.S. Embassy departments and agencies, nongovernmental organizations, cooperating agencies, Iraqi Government officials and other partners.
- Communicate in English and Arabic, as the situation requires, including translation and interpretation services for expatriate staff.
- Assist visitors and perform other duties in support of GEO and the goals of USAID/Iraq.
- The incumbent will be required to build and maintain a productive professional working relationship with USAID employees (e.g., USAID/Iraq, USAID/Middle East Region, and USAID/Washington), other USG employees, U.S. and non-U.S. partners, other donor agencies, GOI national, provincial and local government officials and the public, as appropriate.

Qualifications Required For Effective Performance:

1. **Education (10 points):** Successful completion of a Bachelor's Degree in areas related to social/political science, law, international relations, business management, public administration, economics, or a related field is required.
2. **Prior Work Experience (25 points):** A minimum of five years of progressively responsible experience in managing or implementing development projects, with significant experience in the area of democracy and governance including site monitoring and evaluation, analysis, and documentation is required. Experience working with the USG or the international/ diplomatic community and/or with civil society organizations is required. Demonstrated experience in data analysis and interpretation, and the presentation of findings in written and oral form in English and Arabic reflecting knowledge of civil society, the political environment, public administration, and/or the impact of development programs is required.
3. **Language Proficiency (20 points):** Level IV English and level IV Arabic fluency is required (reading, writing and speaking). **Language proficiency will be tested.**
4. **Job Knowledge (20 points):** Incumbent must have professional-level knowledge of development principles, concepts, and practices, especially as they relate to democracy and governance, rule of law, and civil society assistance. A thorough knowledge of Iraqi political, social, economic and cultural characteristics is required. Incumbent should have broad knowledge of Iraq's government structure, including its democratic development, local governance practices, parliamentary strengthening and anti-corruption efforts, as well as political and social trends in Iraqi society. S/he should have good technical knowledge of GOI institutions and key officials as well as good technical knowledge of GOI processes. Incumbent must also be willing to learn relevant USAID and USG procedures and regulations.
5. **Skills and Abilities (25 points):** Strong organizational and administrative skills are required. The ability to present ideas and complex arguments in writing and in oral presentations, in a clear, concise, logical and persuasive manner is required. Ability to act diplomatically and thoughtfully with senior officials and external contacts is mandatory. Must be able to work effectively in a team environment. Strong computer skills for written document preparation (e.g., Microsoft Word) are required. Strong computer skills are also required for other types of presentations and project management (e.g., Microsoft PowerPoint, Microsoft Excel, online research, etc.).

How to apply for this Vacancy Announcement

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Universal Application for Employment (UAE) (Form DS-174), which is available on the website <http://iraq.usembassy.gov/jobsvacancies.html>;
- 3- Copy of your passport (if available) and Jinsiya;
- 4- Three references, who are not family members or relatives, with telephones and e-mail contacts;

Applications should be forwarded only on the email: iraq-jobs@usaid.gov address. Only signed applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered. When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line. Incomplete applications, unsigned or applications received after the closing date will not be considered. Only short listed candidates will be contacted for their test/interview.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov